

## Sullivan County NH

**Type of meeting:** Board of Commissioner Public Meeting Minutes  
**Date/Time:** Thursday, December 18, 2008; 3 PM  
**Place:** Unity County Complex – Ahern Building, 5 Nursing Home Drive, Unity NH 03743

**Attendees:** Commissioner Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Greg Chanis – *County Administrator*; Peter Farrand – *Human Resource Director / Notary*; Supt. Ross Cunningham – *Department of Corrections (DOC)*; Captain John Milliken – *DOC*; Lt. Douglass Roberts – *DOC*; Sgt. Daniel Gokey – *DOC*; Officer Jonathan Holbrooks – *DOC*; and Sharon Johnson-Callum (minute taker).

**Public Attendees:** Archie Hill – *Eagle Times*, State County Delegate Jim McClammer – District 5 (Acworth/Charlestown/Plainfield).

**3:05** The Chair, Jeffrey Barrette, brought the meeting to order and led all in the *Pledge of Allegiance*.

**Agenda Item No. 6.e.2.      FY10 \$38,000 Parents As Teachers (PAT) /  
Strengthening Families Programs (SFP) NH State  
DHHS Grant**

Mr. Chanis noted the State was extending the \$38,000 grant for PAT & SFP into FY10. Accordingly, there was a *Certificate of Vote* requiring approval to authorize the County Administrator to sign the renewal agreement, and any other pertinent documents to extend the grant. The renewal required notary. Commissioner Barrette read the *Certificate of Vote* verbatim [Appendix A].

**3:08 Motion: to accept the \$38,000 PAT/SFP grant, to renew in FY10 and to authorize the County Administrator to sign the appropriate forms.**

**Made by: Jarvis. Seconded by: Barrette.**

**Voice vote: All in favor. Nelson was absent for the vote.**

Mr. Farrand notarized Mr. Chanis's signature on the *Exercise Option to Renew And Amend* document [Appendix B.1-4.], then left the room.

**Agenda Item No. 1.      United States Department of Defense Presentations**

Mr. James Goss, Executive Director of Department of Defense (DOD) NH ESGR (Employer Support of Guard & Reserve) and State Chair of the NH DOD ESGR, Ted Kehr, discussed the history of the DOD Volunteers program and the importance of employers supporting those that serve in the guards and reserve, and their families. Their job is to support those that serve, their families and the employers by providing education

to the employers regarding the laws, if needed provide mediation support for employees and employers, and through recognition programs. They currently have 60 volunteers in NH who help promote their mission. Sullivan County recently participated in one of the five NH "Hire a vet month" job fairs, where Mr. Goss met HR Assistant, Sam Fletcher, and Sgt. Daniel Gokey. He noted all Sullivan County offices are very supportive, pledging their support for the military guard and reserve and the Statement of Support Program brought them here today. Mr. Goss and Mr. Kehr presented a plaque to the Commissioners and County, as well as a plaque to the Department of Corrections Superintendent.

Mr. Goss and Mr. Kehr left the room.

## **Agenda Item No. 2.                      DOC Superintendent's Report**

### Agenda Item No. 2.a.                      Promotions

Supt. Cunningham, Capt. Milliken, and Lt. Roberts offered congratulations and presented a *Certificate of Promotion* to Officer Jonathan Holbrook, who will be promoted to Corporal effective January 2009.

### Agenda Item No. 2.b.                      Census

Supt. Cunningham distributed a copy of the census [Appendix C] to all. He noted he's added the one piece showing In House 83 effective 12/18/08 83 vs. 67 effective 12/18/2007. Total Census 123 as of 12/18/08 vs. 93 12/18/07. (Appendix shows details)

### Agenda Item No. 2.c.                      Staffing

Supt. Cunningham noted all positions are currently filled. They are waiting to hire two more in January. They will be moving on the Clinician positions in January, also.

### Agenda Item No. 2.d.                      Jail HVAC Engineering

Copies of the DOC Upgrade – Architectural & Engineering Services Proposal showing bids for WV Engineering Associates PA at \$47,500 and Warren Street Architects at \$131,694 [Appendix D], along with the scope of service [Appendix E] were distributed. The Superintendent recommends WV Engineering as the most cost effective, plus they are very familiar with the facility.

## **5:21    Motion: to approve WV Engineering Associates @ \$47,500.**

**Made by: Jarvis. Seconded by: Nelson.**

**Discussion: The Chair noted WV is preferred. All had site visits. Mr.**

**Chanis noted the bid was publicly advertised, they had four (4) firms who attended a site visit, and, only two submitted bids.**

**Voice vote: All in favor.**

### Agenda Item No.2.e.                      CJCC Meeting Update & PowerPoint

Supt. Cunningham noted the committee met and the Board had minutes in their binders [Appendix F, CJCC minutes from 12/18/08 meeting]. A suggestion was made, during the

committee meeting, to meet every other month and to focus on other non-DOC issues. Rep. Cloutier and Commissioner Nelson were unable to attend the meeting. Cunningham will be reviewing the committee member list and will approach the Board for member approval at a future Board meeting. Ms. Keefe will take minutes at all future CJCC meetings and circulate.

Non Agenda Item

Cooking Class Volunteer

Commissioner Nelson noted Carol St. Pierce asked if she could do a cooking class for inmates at the DOC? Supt. Cunningham pointed out they do not have the cooking facilities at the jail, but possibly could hold a class at the Ahern Building, and requested Commissioner Nelson have Ms. St. Pierce contact Inmate's Program Director, Mr. John Gramuglia.

Non Agenda Item

Smith College Award

Supt. Cunningham confirmed the Smith College award would be held later.

**Agenda Item No. 3. Laconia Savings Bank and Lake Sunapee Bank Forms Needing Signatures to Change Signee From Outgoing County Treasurer to Newly Elected Treasurer**

Ms. Johnson-Callum noted the current County Treasurer brought forth documents from Lake Sunapee Bank and Laconia Savings Bank, which would require authorization from the Board, and signatures, to allow the incoming County Treasurer, Carroll Dave French to sign future documents, process wire transfers, and other pertinent transactions.

**3:28 Motion: to authorize the change in signature on the Laconia Savings Bank forms from Cynthia Sweeney to Carroll Dave French, new County Treasurer.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

**3:29 Motion: to authorize the change in signature on the Lake Sunapee Bank accounts from Cynthia Sweeney to Dave French.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

**Agenda Item No. 5.**

**Sullivan County Health Care Administrators' Report**

Mr. Chanis noted Human Resources required the Board to formally approve the change of employee life insurance to Boston Mutual, by signing the Boston Mutual application [Appendix G]. A copy of the application, along with the e-mail correspondence regarding the rates, and information on Davis & Towle placing the insurance out to bid, were distributed to the Board.

**3:29 Motion: to approve the County to switch from Concord to Boston Mutual.**  
**Made by: Nelson. Seconded by: Jarvis.**  
**Voice vote: All in favor.**

Commissioner Jarvis questioned why the County had not gone out to bid before and feels more of the bidding process should be used.

**Agenda Item No. 5 Sullivan County Health Care Administrator's Report**

Agenda Item No. 5.a. Census

Mr. Purdy distributed and reviewed the following [Appendix H]:

- ☐ November 2008 Medicare, Private, Medicaid, HCBC, Managed Care -reflects total 131.0 actual.
- ☐ Revenue Review thru 11/31/08 shows YTD 4,548,204, expenses shy of \$200,000 under budget.
- ☐ NH Medicaid Payment Calculations Rate Change Effective 1/1/09 – Mr. Purdy received rate change notification, based on 8/31/08 snapshot. Bad news – look at direct care, that's the component that changed it was roughly \$2.00 difference, it reflects the total case mix/acuity level, which decreased from previous snapshot period in February. Good news - other cost components remained consistent. Total Medicaid payment rate is \$152.07, decreased \$2.50, which represents a decrease in actual revenue, but on the positive side we budgeted an amount we expect to exceed. Budget neutrality factor is 22.40%, this is down from previous six month period. Purdy confirmed actual cost is approximately \$245. He confirmed they charge \$210 for private. Nelson pointed out this is the State moving the extra cost back to the county taxpayer. Commissioner Barrette requested copies of the rate changes reflected on the last sheet, to view, if they had not dropped the neutrality factor, where the county fell.

Mr. Purdy confirmed ProShare revenue is not reflected as part of the revenue total until it's received in June. Nelson indicated he brought this subject up, as receipt of ProShare at the end of the fiscal year will ultimately help it look better. Purdy has not received any ProShare updates since the last correspondence the Board received.

Mr. Purdy confirmed he'd share the list of rates for all facilities in the State with the Board.

Mr. Purdy continued with:

- ◇ Medicare Length of Stay Analysis – Medicare revenue decreased due to decrease in Medicare census, the positive – their average rate per day remains high, 134.8 total Census in month of November, we have 136 residents.
- ◇ Summary Admission / Discharge List – HCB, INS, MCD, MRD, PVT
- ◇ Summary Admission / Discharge List Totals –
- ◇ Summary Admission / Discharge List for HCB, INS, MCD, MRA, PVT
- ◇ Summary Admission / Discharge List Totals

- ◇ Sullivan County Nursing Home Quarterly Resident Census
- ◇ Month-end Aged Analysis for the Month of November 2008 – 2.066 million balance of outstanding A/R, does not include billing of Medicare \$145,000 on December 1<sup>st</sup>.

Commissioner Jarvis expressed nervousness towards State cuts, in particular towards Pro Share.

Agenda Item No. 5.b.                      Staffing

Mr. Purdy noted they hired a new External Care Coordinator, to begin 12/29/08. The new person has business experience, is a nurse, experienced in home care; well qualified. Commissioner Barrette noted he reviewed the resume, received feedback from the Director Of Nursing, and feels the County has a winner this time. They hired eight (8) LNA's for November, with four of them Per Diem; 3 of the four signed up for the Premium Per Diem program, which he's encouraged to see, as it allows for more consistent staffing in exchange for higher rate. They are running 150 hours of agency use per day, 62 percent LNA and may see it jump, due to holidays.

Non Agenda Item                      Power Outage Update

Mr. Purdy is in the progress of drafting a summary report on what occurred during the recent power outage; the overall disaster plan worked well and learned additional supplies are needed; staff and residents did very well; DOC helped Tuesday with the use of their dryers as the nursing home was running low on towels and wash cloths. Nelson noted former management included a generator to help with laundry at the nursing home, but the budget funds were cut. Mr. Purdy confirmed, when power went off, the kitchen kicked into using paper vs. dishes, they did not lose any food in kitchen, and he's pleased with staff response throughout the event. Mr. Chanis noted they are looking into additional recommendations received from staffing; there are low demand items they could add to generator wiring; however, their biggest issue is the laundry when power is out.

Supt. Cunningham noted they had no problems at jail. He noted Sgt. Gokey called all communities, twice, to ask if they needed help through inmate labor, and only one town, Washington, used the inmates work program. Inmates were in Washington for a full day. They know brush continues to remain on the sides of the roads in most communities, so they'll do more follow up calls. Commissioner Barrette received positive comments from businesses that noticed inmates shoveling Claremont sidewalks. Cunningham noted inmates were also sent to the County's Newport complex to shovel the steps in front of the County offices.

Non Agenda Item                      GSCAHHR Warming Shelters

Commissioner Nelson questioned if the County should open space as a warming shelter for these types of events? Mr. Chanis pointed out the GSCAHHR has in their plan places for AHHR warming shelters. It was noted, the County did assist Ms. Rosman by washing blankets and sheets provided to warming shelters. In response to Ms. Johnson-Callum's inquiry, the Board requested the office invite [PHN Coordinator] Jessica Rosman, to their

next Board meeting to discuss the work involved in their committee, the warming shelters opened during the power outage, and who used the GSCAHHHR trailers.

Non Agenda Item

Thank you letter

Commissioner Jarvis requested a letter from the Board complementing the staff during the power outage, was in order. The Chair confirmed he'd write the letter.

Non Agenda Item

State Court Cuts

Commissioner Nelson noted he heard the entire State was suspending jury trials for the month of February, and asked how this would affect the County. Cunningham noted, on average 10-15 offenders get processed each month, they would be seeing a new Superior Court judge assigned to Sullivan County, but unsure if he's replacing Judge Arnold; of late, some pre-trial travel to Cheshire to be heard. Based on 10 staying 40-60 days extra, 300 people per month, 600 bed days, at \$26.73 per day, per diem is \$50, this gives us a \$16,000 increase in expenses. Cunningham pointed out there are also those on EM who are on pretrial, but not considered into this costs analysis.

**Agenda Item No. 6.**

**County Administrator's Report**

Agenda Item No. 6.a.

SCHC Advisory Panel

The Board concurred on inviting State County Delegate, Tom Donovan, to sit on the panel. The Board then signed all invitation letters.

Agenda Item No. 6.b.

Finance Director Position Update

Mr. Chanis noted they'd be interviewing two applicants for the Finance Director position Friday, and five on Monday. Commissioner Jarvis noted she would be attending the interviews. Commissioner Barrette reminded the Board they'd ready discussed the interview process, which would only include the County Administrator, HR Director, and SCHC Administrator, on this first round of interviews.

Agenda Item No. 6.c.

Community Corrections Project Update

Mr. Chanis noted Supt. Cunningham already provided this update earlier in meeting.

Agenda Item No. 6.d.

2009 NHAC Conference Update – Place / Responsibilities

Mr. Chanis noted he and Ms. Johnson-Callum attended the NHAC meeting and met with Betsy Miller and Peggy Dana, who were strongly encouraged by NHAC members to hold the 2009 conference at the Mt. Washington. They've "penciled in" Oct. 25 Sunday-Wed. the 28<sup>th</sup>, at the Mt. Washington. Host responsibilities include: logistics, keep track on registry, become more involved in programs. Chanis made initial contact with Primex, who is eager to develop the program. There is \$4,000 NHAC budgeted for Sullivan County to help prepare. NHAC typically handles the bag sponsors and printed program. He and Ms. Johnson-Callum held a meeting with Claremont and Grantham Chamber of Commerces [Newport invited but unable to attend] and discussed how they could promote Sullivan County at the event; they were excited about it and have begun brainstorming, and will meet again. Commissioner Barrette suggested they have a

business development group. Mr. Chanis noted they spoke about a bunch of things at the Chamber meeting, but warned the conference attendees are not going to be by and large customers. Commissioner Nelson noted at past conferences they've had door prizes, such as tickets for a whale watches; idea - possibly purchase something that has the prize recipient travel to the county for a day. Commissioner Barrette noted this was a big expense to send people to, so wants it to be as interesting as possible.

Agenda Item 6.e.                      Grants

1. Medical Reserve Corp \$8,000 [Appendix I] – Ms. Johnson-Callum noted the Board had a copy of the \$8,000 grant recently approved by NH State in their binders. This would be handled by current PHN Coordinator. Have already received 75% of the revenues. Mr. Chanis confirmed this was part of the PHN grant, so no formal motion needed to accept it.
2. FY10 \$38,000 PAT & SFP – Certificate of Vote: all ready handled at beginning of meeting.

Non Agenda Item                      Transfer of Funds Request

Mr. Chanis distributed copies of the Request For Transfer of Funds form [Appendix J] illustrating transfers from E.T. Buyback in Facilities, Central Supply, Laundry, Housekeeping and the Lighting Upgrade (Capital) to pay for purchasing a new dryer in laundry. The laundry department offers four commercial dryers, three of which were replaced in the last couple years, and the fourth they were hoping would last, but it's now inoperable and un-repairable. He noted the commercial steam dryers cost approximately \$8,000 dollars. They currently have \$1,500 budgeted, with the balance to come from the E.T. Buyback lines. ET Buyback Program already occurred, budgeted funds in the accounts remaining will not be used. As far as the lighting upgrade, they are replacing fluorescent with tube fixtures, they are ½ way done with project, but he would forgo the remaining in order to purchase a dryer, a greater need at this point. He confirmed the dryer broke down 6-7 weeks ago, they thought of moving the DOC dryer to nursing home, but its ½ the size and requires three phase power, which is not available in the laundry room; the part prices to set up three phase is approximately \$2,000 and would take several days, so there is no cost savings there.

**4:34 Motion: authorize the following transfer [Appendix J] and forward to EFC.**

**Made by: Nelson.**

**Discussion: Commissioner Jarvis does not want to vote on this, but requested an Executive Session to discuss ramifications on using E.T. for this project. She wants to discuss this further in Executive Session.**

**This motion failed with no second.**

**Agenda Item No. 7.**                      **Commissioners' Report**

Agenda Item No. 7.a.                      Announce Date for First January meeting – Suggested  
1/7/09 Wed. 10:15

As the County newly elected officials are being sworn into office on 1/7/09 @ 9:15, the Board concurred it makes sense to hold their first meeting of the year the same day, immediately following.

Commissioner Jarvis noted she attended the Delegate's Orientation meeting.  
Commissioner Barrette confirmed he also attended.

Commissioner Nelson noted he attended a Claremont Council meeting, a similar get together was held two years ago. At the meeting he discussed the costs the State passes along, such as for DOC and the 2% cap at the nursing home, as reported in paper.

Commissioner Barrette noted he set up a meeting with Rep. Gagnon and Guy Santagate, Claremont City Manager, to discuss the cap and what will take place.

**Agenda Item No. 8.                      Public Participation**  
There was none.

**Non Agenda Item                      Executive Session to Discuss ET Usage For Transfer**

**4:40    Motion: to go into executive session per RSA 91-A:3.II.c. – Personnel Issue.**  
**Made by: Nelson. Seconded by: Jarvis**  
**Roll call vote: All in favor.**  
**Those in Executive Session included: the three Commissioners, County Administrator, SCHC Administrator, and minute taker.**

**5:04    Motion: to come out of Executive Session.**  
**Made by: Nelson. Seconded by: Jarvis.**  
**Voice vote: All in favor.**

*5:05    Mr. Purdy left the room.*

**Agenda Item No. 10.                      Executive Session Per RSA 91-A:3.II.a & c. Personnel Issue**

**5:05    Motion: to return to Executive Session for a personnel issue, Per RSA 91-A:3.II.a. & c.**  
**Motion made by: Nelson. Seconded by: Jarvis.**  
**Roll call vote: all in favor.**  
**Those in Executive Session included: the three Commissioners, Mr. Chanis, and Sharon Johnson-Callum.**

**5:16    Motion made: to come out of executive session.**  
**Made by: Commissioner Jarvis. Seconded by: Nelson**  
**Voice vote: All in favor.**



**5:16 Motion:** that we accept the employee's request [as discussed in Executive Session] for ET Buyback and reduction in hours as of 1/1/09.

**Made by:** Barrette. **Seconded by:** Nelson.

**Voice vote:** All in favor.

**5:17 Motion:** to seal and place the executive session minutes [Agenda 10] in the personnel files.

**Made by:** Jarvis. **Seconded by:** Nelson.

**Voice vote:** All in favor.

Transfer of Funds Request – Continued

Mr. Chanis reiterated the E.T. Buyback funds were unused in the departments they were transferring the funds from.

**5:19 Motion:** Nelson move we make appropriation transfer to purchase dryers, and forward to EFC for approval.

**Discussion:** Commissioner Barrette feels this transfer does not warrant being approved by the E.F.C.

**Made by:** Nelson. **Seconded by:** Jarvis.

**Voice vote:** Nelson and Jarvis in favor. Barrette against.

**Non Agenda Item**

**Housekeeping Work in Newport**

Commissioner Jarvis questioned why a housekeeper from the nursing home was brought to Newport and why the County paid mileage. Mr. Chanis noted the Newport Custodian was on vacation, and no one was scheduled to fill in; however, a special trial was held, the jury made a very big mess, as they were holding jury assembly the next morning, a replaced was called in from the Unity Housekeeping department to clean up. As it was unscheduled, the person used his personal car, which is why mileage was paid.

**Agenda Item No. 9.**

**Meeting Minutes**

Agenda Item No. 9.a.

Oct. 23, 2008

Still in progress.

Agenda Item No. 9.b.

Dec. 4, 2008 Public Meeting Minutes

**5:23 Motion:** to approve as printed the 12/4/08 meeting minutes.

**Made by:** Nelson. **Seconded by:** Jarvis.

**Voice vote:** All in favor.

Agenda Item No. 9.c.

Dec. 4, 2008 Executive Session Meeting Minutes

**5:24 Motion: to accept and seal the 12/4/08 Executive Session minutes, and to review them at a later date, when the case is done.**

**Made by: Jarvis. Seconded by: Nelson.**


**Voice vote: All in favor.**

**5:25 Motion: to adjourn the meeting.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

*Respectfully submitted,*



*Ethel Jarvis, Clerk  
Board of Commissioners*

*Date signed: 1-21-09*



Sullivan County NH, Board of Commissioners  
Business Meeting

**Thu. Dec. 18, 2008**  
**3 PM Business Meeting**

Place: Unity County Complex – Sullivan County Health Care Facility  
5 Nursing Home Drive, Unity 03743

**4th Revision - AGENDA**

- |                          |           |  |
|--------------------------|-----------|--|
| <b>3:00 PM - 3:20 PM</b> | <b>1.</b> | <b>U.S. Dept. of Defense, James Goss, Exec. Dir.<br/>Employee Support of Guard &amp; Reserve<br/>Statement of Presentation to Department<br/>Of Corrections and DOC Superintendent</b>   |
| <b>3:20 PM - 3:40 PM</b> | <b>2.</b> | <b>D.O.C. Superintendent's Report</b><br>a. Promotions<br>b. Census<br>c. Staffing<br>d. Jail HVAC Engineer RFP Bid Decision<br>e. CJCC Meeting Update & PowerPoint  |
| <b>3:40 PM - 3:45 PM</b> | <b>3.</b> | <b>Laconia Savings Bank and Lake Sunapee Bank<br/>Forms Needing Signatures To Change Signee<br/>From Outgoing County Treasurer to Newly<br/>Elected Treasurer</b>  |
| <b>3:45 PM - 3:50 PM</b> | <b>4.</b> | <b>Employee Life Insurance<br/>Davis &amp; Towle Agency: Replace Concord<br/>Heritage Life with Boston Mutual Request &amp;<br/>Ratification</b>   |
| <b>3:45 PM - 4:05 PM</b> | <b>5.</b> | <b>Sullivan County Health Care<br/>Administrator's Report</b><br>a. Census<br>b. Staffing<br>c. Accounts Receivables Update  |
| <b>4:05 PM - 4:25 PM</b> | <b>6.</b> | <b>County Administrator's Report</b><br>a. SCHC Advisory Panel Update<br>b. Finance Director Position Update<br>c. Community Corrections Project Update<br>d. 2009 NHAC Conference Update – Place /<br>Responsibilities<br>e. Grants Update<br>1. Medical Reserve Corp \$8,000<br>2. FY10 \$38,000 PAT & SFP – Certificate of Vote |
| <b>4:25 PM - 4:45 PM</b> | <b>7.</b> | <b>Commissioners' Report</b><br>a. Announce Date for First January meeting –<br>Suggested 1/7/09 Wed. 10:15 AM<br>b. Reports from Commissioners  |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



- |                          |   |
|--------------------------|---|
| <b>4:45 PM – 4:55 PM</b> | <b>8. Public Participation</b>  |
| <b>4:55 PM – 5:00 PM</b> | <b>9. Meeting Minutes Review</b><br>a. Oct. 23, 2008 Auditors Exit Interview<br>b. Dec. 4, 2008 Public Meeting Minutes<br>c. Dec. 4, 2008 Executive Session Meeting Minutes |
| <b>5:00 PM – 5:30 PM</b> | <b>10. Executive Session Per RSA 91-A:3.II.a.&amp;c. Personnel Issue</b>  |
| <b>5:30 PM</b>           | <b>11. Adjourn meeting</b>  |

*Upcoming Events/Meetings:*

- **Dec. 24<sup>th</sup> Wed.**      **Registry of Deeds Closed at Noon. Place: Newport.**
- **Dec. 25<sup>th</sup> & 26<sup>th</sup> Thu / Fri.**      **Newport County/State Complex Closed**
- **Dec. 31<sup>st</sup> Wed.**      **Registry of Deeds Closed at Noon. Place: Newport**
- **Jan. 7<sup>th</sup> Wed.**      **Formal County Elected Official Swear In.**
  - **Time: 9:15 AM**
  - **Place: Newport – 14 Main Street – Superior Court Room**
- **Jan. 21<sup>st</sup> Wed.**      **DES New Wetlands Bureau  
Shoreline Program Protection Act: Guidelines  
Presentation**
  - **Time: 2 PM.**
  - **Place: Newport – 14 Main Street – 3<sup>rd</sup> Floor Probate Court Room**

WITH SEAL

CERTIFICATE OF VOTE

I, Jeffrey Barrette, of County of Sullivan, NH, do hereby certify that:


1. I am the duly elected Commissioner Chair of the County of Sullivan, NH;
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation duly held on 12/18, 2008;

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the County Administrator is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Greg Chanis is the duly elected County Administrator of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of 12/18/, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner<sup>Chair</sup> of the corporation this 18 day of December, 2008.

  
Jeffrey Barrette, Commissioner Chair  
County of Sullivan, NH

(CORPORATE SEAL)

Revised: 10/03/08-mwr

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**EXERCISE OF OPTION TO RENEW AND AMEND**

This Agreement (hereinafter called the "Renew and Amend") dated this 18 day of December, 2008 by and between the State of New Hampshire acting by and through its Division of Community Based Care Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and Sullivan County, Contract Number 210486, a corporation organized under the laws of the State of New Hampshire, with a place of business at 14 Main Street, Newport, NH 03773 (hereinafter referred to as the "Provider").

**WHEREAS**, pursuant to an agreement (hereinafter called the "Agreement") dated June 27, 2007, Item 245, and previously amended on July 16, 2008, Item 68, the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

**WHEREAS**, pursuant to the provision of Section 6 of Exhibit C-1 of the Agreement, the Agreement may be renewed for a period of three additional years, pending availability of funding, the agreement of the parties, and approval by Governor and Council;

**WHEREAS**, pursuant to the provision of Section 17 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification by the Governor and Council, or amendment;

**WHEREAS**, the Provider and the Division have agreed to Exercise the Option to Renew and Amend the Agreement in certain respects;

**NOW THEREFORE**, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. **Exercise Of Option To Renew and Amend For One Additional Year:**

The Agreement is hereby amended as follows:

Amend Section 1.1 of the General Provisions by replacing Division of Public Health Services with Division of Community Based Care Services.

Amend Section 1.2 of the General Provisions by replacing 29 Hazen Drive, Concord, NH 03301-6504 with 105 Pleasant Street, Concord, NH 03301

Amend Section 1.5 of the General Provisions by replacing 010-090-1387-098-0285 with 010-095-1388-102-0734.

Amend Section 1.6 of the General Provisions by extending the completion date to June 30, 2010.

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$38,000 from \$76,000 to \$114,000.

Amend Sections 1.9 and 1.15 by replacing Mary Ann Cooney, RN, MS with Nancy L. Rollins, Associate Commissioner.

Amend Section 1.10 by replacing 603-271-4501 with 603-271-6110.

Exhibit A – Scope of Services

Original Scope of Services remains unchanged.

Exhibit B – Contract Price

The contract price shall increase by \$38,000 for SFY 2010. The contract shall total \$114,000 for the contract term.

Funding in the amount of \$38,000 is available from 010-095-1388-102-0734, 100% General Funds from the Governor's Commission on Alcohol and Drug Abuse Prevention, Intervention, and Treatment.

2. **Effective Date of Renew and Amend:**

This Renew and Amend shall take effect on July 1, 2009 or the date of Governor and Council approval, whichever is later.

3. **Continuance of Renewal Agreement:**

Except as specifically amended and modified by the terms and conditions of this Renew and Amend, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

**STATE OF NEW HAMPSHIRE  
Division of Community Based Care Services**

By: \_\_\_\_\_  
Nancy L. Rollins  
Associate Commissioner

By: *h. d. i.* \_\_\_\_\_  
(contract signator), (signator's title)  
Greg Chanis, County Administrator  
County of Sullivan, NH  
(legal name of agency)

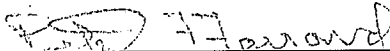


STATE OF NEW HAMPSHIRE  
COUNTY OF Sullivan NH

On this the 18th day of December 2008 before me, \_\_\_\_\_,  
(name of notary)  
the undersigned officer, Greg Chanis personally appeared who acknowledged him/herself  
(authorized signatory)  
to be the County Administrator of the County of Sullivan, NH,  
(signatory's title) (legal name of agency)  
a corporation, and that he/she, as such County Administrator, being authorized so to do,  
(signatory's title)  
executed the foregoing instrument for the purposes therein contained, by signing the name of the  
corporation by him/herself as County Administrator of the County of Sullivan, NH  
(signatory's title) (legal name of agency)  
In witness whereof I hereunto set my hand and official seal.

PETER F. HARRAND, Notary Public  
My Commission Expires January 4, 2010

My Commission expires:

  
Notary Public/Justice of the Peace

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: \_\_\_\_\_  
Assistant Attorney General

Date: \_\_\_\_\_

I hereby certify that the foregoing contract was approved by the Governor and Council of the  
State of New Hampshire at the Meeting on: \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_

To: Supt. Cunningham  
 From: Lt. Roberts  
 Ref: population Breakdown

Tuesday December 18, 2008

**POPULATION DATA:**

House of Corrections	Pre-Trial Inmates	Protective Custody
Male - 36	Male - 38	Male - 0
Female - 3	Female - 6	Female - 0

THU- Included in the total of HOC male inmates above

Male- 16  
 Female- 0

**Total Population (In House) - 83**      **Total Population December 18, 2007 (in House) 67**

Home Confinement/EM	Weekender	Merr County
Male - 6	Male - 2	Male- 6
Female - 4	Female - 0	Female- 1
NHSP/SPU	Grafton County	Cheshire County
	Admin Transfer	Admin Transfer
Male - 8	Male - 1	Male - 4
Female - 1	Female - 1	Female - 2
Hillsborough County	Phoenix House/Farnum	Strafford Cnty
Admin Transfer		
Male - 4	Male - 1	Male- 0
Female - 0	Female - 0	Female- 0

Belknap County

Male- 0  
 Female- 0

**Total Census - 124**

**Total Census December 18, 2007 - 93**

Temp Hold for other jurisdictions- Included in the above in house Total population

NHSP	Merrimack County	Hillsborough County	Cheshire
Male- 1	Male- 1	Male- 0	Male- 0
Female- 0	Female- 0	Female-1	Female-0

Pre-Trial Services- 21

Male- 11  
 Female- 10

## DOC Upgrade Project - Architectural &amp; Engineering Services Proposal

Bidder	Amount of Proposal
WV Engineering Associates PA	\$47,500.00
WarrenStreet Architects	\$\$131,694.00

Upon review of the submitted proposals, WV Engineering was the most cost effective proposal. We have also worked with them in the past and have always had positive results.

Ross L. Cunningham Superintendent

wv engineering associates pa  
11 king court keene new hampshire 03431 603 352 7007

December 9, 2008

**Mr. Ross L. Cunningham**  
Superintendent  
Sullivan County Commissioners  
Sullivan County Department of Corrections  
103 County Farm Road  
Claremont, NH 03743

Re: **Sullivan County Correctional Facility**  
**Jail Upgrade Project**  
**WVA Project No. 08035**

Dear Greg:

We are pleased to submit the following proposal for Engineering services for the renovation of the County Correctional Facility in Unity, NH.

Based on the request for proposals dated October 27, 2008 and the walk-through of November 13, 2008, we understand this project to include the following:

- Complete replacement of the buildings HVAC systems including air handling and perimeter radiation; existing boilers and pumps to remain.
- Building exhaust ventilation system to be replaced.
- Building to be fully air conditioned.
- Complete replacement of the building control system.
- Renovate the roof and insulation envelope so that the attic becomes part of the warm space of the building.
- Provide a mechanical room building addition to house the new air handling system..
- Provide an NFPA 13 sprinkler system through the building.

December 9, 2008  
WVA Project No. 08035

Page 2

#### WVA Scope of Services

- Attend a kick off meeting with you at the site to, review existing conditions, discuss mechanical concepts and preliminary layouts, confirm the project scope, schedules and budgets.
- Mechanical design for the HVAC and plumbing systems shall include contract drawings and specifications. The documents shall be suitable for competitive bidding.
- Fire protection design for a complete sprinkler system shall include extension of the site water main, service entrance and distribution main layout along with performance specifications. Final layout and hydraulic design by the sprinkler contractor.
- Electrical design for the related HVAC systems shall include contract drawings and specifications. The documents shall be suitable for competitive bidding.
- Architectural design shall include contract drawings and specifications. The documents shall be for competitive bidding or construction by the County's staff.
- Tour the existing building, review on site conditions and confirm project requirements and goals.
- Prepare layout of schematic layout of drawings based on our walk through with recommendations, sizing, placement of equipment, and distribution. Deliver a check set to your office for review, and comment.
- Attend design review meeting at the site with related consultants, and your staff in attendance.
- Prepare construction drawings and specifications based on approved scope from design review.
- Attend final design meeting at your office with related consultants, and your staff in attendance.
- Finalize designs drawings and specifications, incorporating review comments and corrections.
- Deliver drawings and specifications to a printing establishment for printing and distribution.
- Attendance at a prebid meeting to review the Scope of Work with contractors.
- Assist your office during bidding and negotiations.
- Review material and system submittals.
- Attend regularly scheduled construction job meetings, as requested by your office, (3) three are included with this proposal.
- Prepare a punch list of construction work at project substantial completion.

December 9, 2008  
WVA Project No. 08035

Page 3

**Services Provided to the Engineer**

- Liaison between our office, and state and local agencies.
- Copies of utility bills for electrical demand review.
- Printing and distribution of construction drawings and specifications.
- Construction administration at bidding and thereafter.

**Engineering Fee for Services**

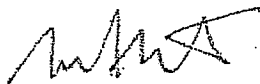
Our fee for Architectural and Engineering services as described in the October 27, 2008 RFP, including normal reimbursable expenses for mileage, postage, photography and printing, will be billed monthly against a lump sum of Forty-Seven Thousand Five Hundred Dollars (\$47,500.00).

Thank you for the opportunity to submit this proposal. If there are any questions concerning any of the above, do not hesitate to contact us.

We look forward to another successful project.

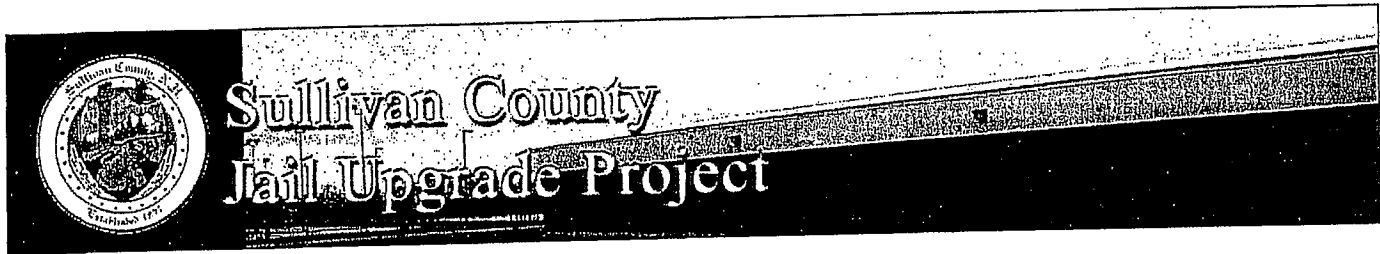
Very truly yours,

WV Engineering Associates, PA



Mark D. Vincello, PE

encl: Resumes  
Project List  
WVA Qualifications

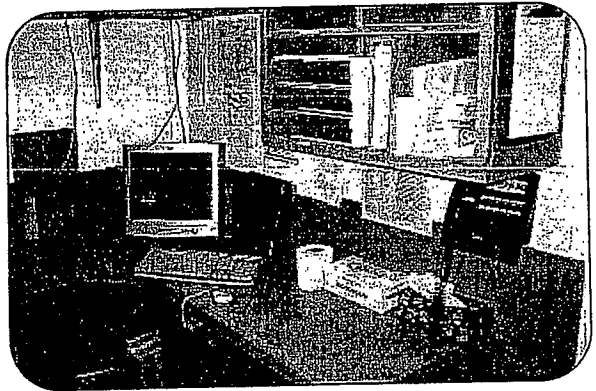


## PROJECT UNDERSTANDING AND SCOPE OF SERVICES

It is the understanding of this proposed project team, that the Sullivan County Department of Corrections is seeking design services to modernize the HVAC system in the existing County facility located on the County Farm in Unity, NH. Furthermore, a new sprinkler system will be added and a mechanical room addition with basement shall be built to house the new HVAC equipment and several offices.

The correctional facility is expected to be occupied throughout the construction. While a majority of the work will take place outside of inmate areas, such as in the existing attic and in the new addition, modifications to inmate areas will be required. These modifications will include replacement of existing baseboard radiation, installation of sprinkler heads, and installation of secure louvers.

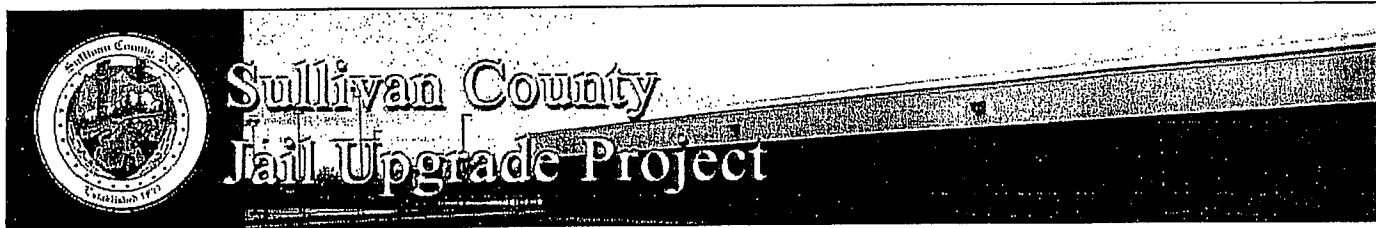
A specific outline of the proposed upgrades and scope of services follows.



## PROJECT DESCRIPTION

This project consists of the following characteristics and proposed upgrades to the existing correctional facility located in Unity, NH:

- Replacement of the facility's HVAC systems including air handling and perimeter radiation; existing boilers and pumps to remain.
- Facility's exhaust ventilation system to be replaced.
- Facility to be fully air conditioned.
- Replacement of the building HVAC control system.
- Renovate the roof and insulation envelope so that the attic becomes part of the warm space of the building. May result in replacement of the existing roof.
- Provide a mechanical room facility addition (approximately 24' x 24') to house the new air handling system, with additional office space. This facility will preferably be a "walkout" and it is assumed that site topography will accommodate this preference.
- Existing building is 14,000 square feet, one story, circa 1970's which includes CMU walls with a wood truss roof.
- There will be some office and bathroom space at the floor level of the proposed addition. This floor will be concrete for security and noise reasons.
- The new addition will be configured to allow new ductwork to run vertically from the new basement level to the existing attic.



- The existing roof will be insulated and re-roofed so that the existing attic will be "warm" space. Although it is possible that the existing wood trusses will need to be structurally reinforced as the added weight of insulation and another layer of sheathing represent approximately 5 PSF and the 1970's trusses may not have been designed for current Code loading conditions, we have not included any scope of services to design upgrades to the existing roof framing.

The Client is expected to furnish Engineer with full information as to Client's requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing data.

The Engineer's services will consist of preparing Schematic Design and Final Design documents, assistance during Bidding or Negotiating, Construction Administration, all as further described in the following Basic Scope of Services.

## BASIC SCOPE OF SERVICES - ARCHITECTURAL

The Architect shall provide architectural services for the proposed 24' x 24' mechanical room addition. The scope of services shall include the following:

- Develop as-built plans and sections for use as base documentation for engineering disciplines. CADD plans to be developed based on existing drawings provided by the Owner and verified in-field.
- Design of 24' x 24' mechanical room addition including basement mechanical room and first floor office space. Construction type to match existing building, i.e., brick, CMU, and wood truss construction. One design review meeting to be attended for each phase of design, schematic design, design development and construction documents.
- Provide design documents and details to insulate the existing wood attic.
- Coordination of engineering services with the architectural design.
- Preparation of Specification Divisions 1 through 14 for use in competitive bid of project. Coordination with the front end documents as provided by the Owner.
- Assist the County in evaluation of the bids and participation in a pre-bid walk through with perspective general contractors.
- Construction Administration services to observe progress on a bi-weekly basis, review of pay requisitions, and process shop drawings. Construction is expected to take 4 months with a total of 8 progress meetings included in the basic scope of services.
- Coordinate project closeout and provide a final punch list at substantial completion phase of construction.



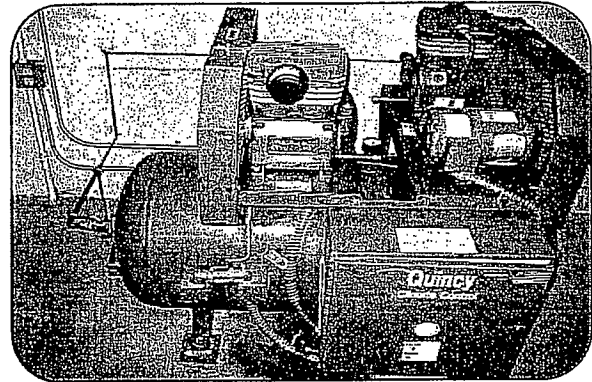


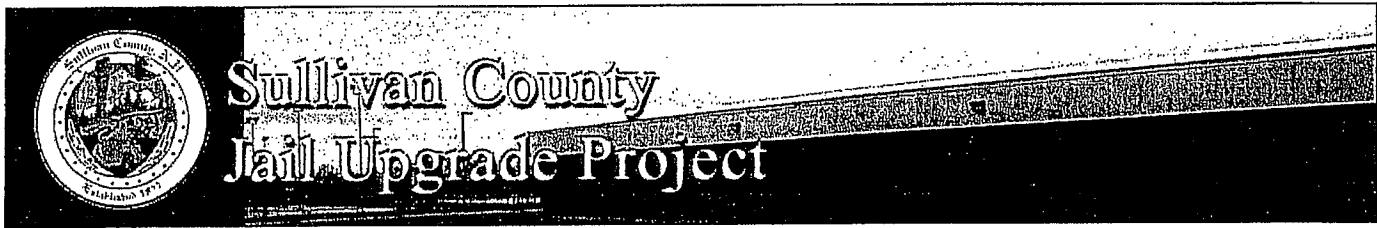


## BASIC SCOPE OF SERVICES — MEP/FP ENGINEERING

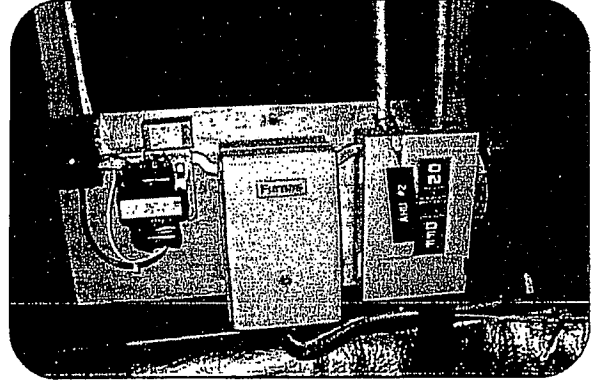
The Engineer shall provide MEP/FP engineering services for the upgrade of the jail's mechanical systems. The scope of services shall include the following:

- Removal of the facility's HVAC system. This includes four (4) air handling units (AHU) located in the attic space and perimeter finned tube radiation. Replace all air handling units with a single air handling unit that will serve the whole facility. AHU will be a multi-zone unit with VAV control, DX cooling, hot water heating and will be housed at the new addition that will be constructed adjacent to the office wing.
- Removal of the facility's exhaust fans and replacement with a new exhaust system suitably sized to adequately exhaust the facility.
- Removal of the existing pneumatic controls including air compressor pneumatic sensors, actuator valves and lines. Provide a new electronic energy management system and integrate with the existing control system of the adjacent nursing home facility.
- Prepare and submit a backflow preventer application to the New Hampshire Department of Health.
- Install a new sprinkler main to the building and provide sprinkler coverage throughout the facility.
- Disconnect electrical connections, starters and wiring associated with the existing air handling units and exhaust fans and provide new electrical connections for replacement AHU, VAV terminals exhaust fans and miscellaneous HVAC equipment and controls.
- Provide plumbing HVAC and electrical design for the new mechanical room and office space addition. The addition will also include a bathroom.
- Attend mandatory meeting at the site to discuss mechanical concepts and layouts, and confirm the project scope, schedules and budgets.
- Perform one site visit to obtain existing conditions and documentation for the electrical and mechanical systems.
- Prepare schematic design drawings to include equipment recommendations, sizing and placement and submit one (1) set to client for owner review.
- Attend one (1) design review meeting at the site to review schematic design.





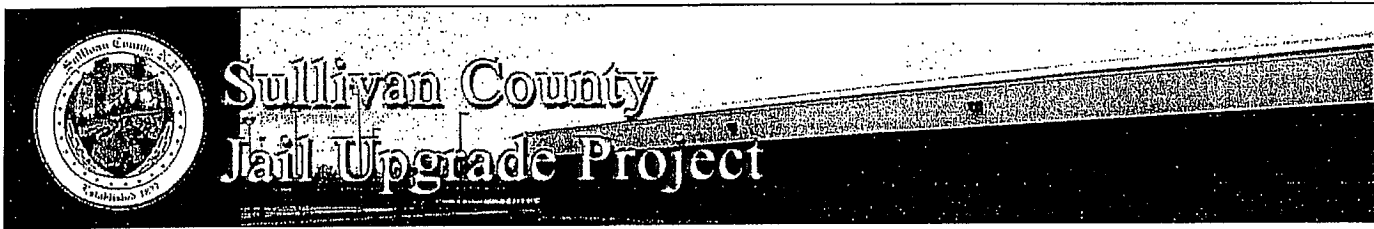
- Based on the approved schematic design review, complete construction drawings and develop construction specifications.
- Attend one (1) final design meeting at the job site.
- Finalize drawings and specifications to include review comments and corrections and submit one (1) copy to the client for owner printing and distribution.
- Attend one (1) pre-bid conference at the job site.
- Provide bidding and award assistance to the Client in the form of MEP/FP addenda as needed.
- The Engineer shall review MEP/FP submittals and respond to MEP/FP RFI questions.
- Attend a maximum of five (5) construction meetings as requested by the Client.
- One (1) site visit for preparation of a punch list at project substantial completion time.



## BASIC SCOPE OF SERVICES – STRUCTURAL ENGINEERING

The Engineer shall provide structural engineering services for the upgrade of the facility. The scope of services shall include the following:

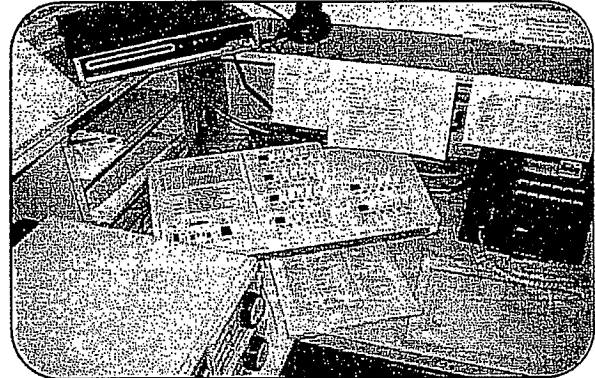
- An initial site visit to facilitate the structural design approach and to assess existing roof framing details.
- Preparation of a schematic design to include the addition's foundation, walls, elevated floor, and roof framing.
- Preparation of Construction Documents for the new addition.
- Preparation of structural specifications in a MasterSpec format for the proposed addition and existing roof framing reinforcements.
- Provide review of submittals and respond to Request for Information (RFIs) during the construction process.
- Provide limited construction observation services to include two site visits during construction of the addition and reinforced roof framing. Inspection reports and photographs of the progress will be prepared and submitted to the Client.



## BASIC SCOPE OF SERVICES – SITE/CIVIL ENGINEERING

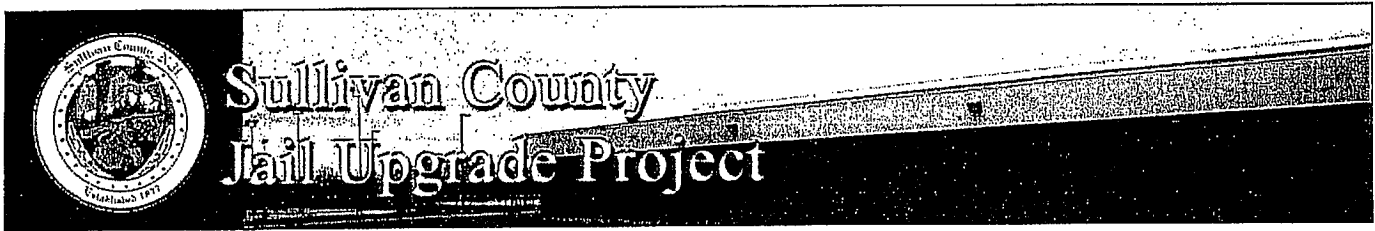
The Engineer shall provide structural engineering services for the upgrade of the facility. The scope of services shall include the following:

- An initial site visit to evaluate site drainage and grading requirements as well as the location of the interconnection for the new fire protection service line.
- Completion of limited topographic surveying services in the area of the fire protection service line and the new addition. A corridor of 50 feet along the fire protection service line extension and an area 50 feet beyond the limits of the proposed area for the building addition has been included within the limited site surveying services.
- Preparation of schematic civil engineering plans and construction documents with regard to fire protection service line interconnection, building layout, grading, and site drainage.
- Attendance at two meetings at the site to review progress drawings and receive comment from the Owner and provide coordination with structural and MEP/FP design requirements.
- Preparation of structural specifications in a MasterSpec format for the proposed civil engineering elements of the project.
- Provide review of submittals and respond to Request for Information (RFIs) during the construction process.
- Provide limited construction observation services to include two site visits during construction. Inspection reports and photographs of the progress will be prepared and submitted to the Client.



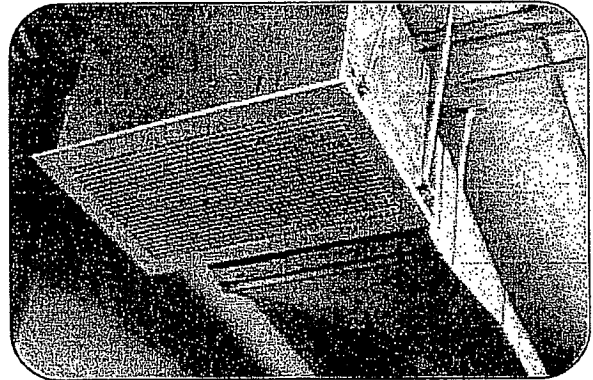
## UNDERSTANDING OF THE BASIC SCOPE OF SERVICES:

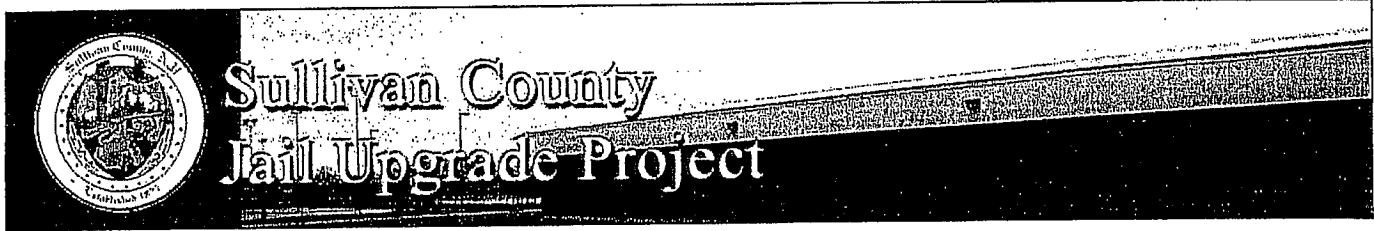
- All work will be in accordance with IBC requirements. Estimated total construction cost is \$1,400,000.
- The facility existing boilers and associated hydronic pumps are in almost new condition and will remain.
- Fire Hydrant Test Data will be provided by the Owner for the Engineer's use.
- Owner will reproduce the construction drawings and specifications for bidding purposes.
- The Engineer will furnish specifications in the MasterSpec Format, specific version to be determined prior to Construction Document Phase, and technical specifications, as appropriate. The Client will provide



front end and Divisions 1 through 14 specifications, as appropriate. The Client will provide AutoCAD base drawings and General Construction design drawings.

- Definition of, or budgeting for removal of hazardous materials, is excluded.
- Any services associated with LEED, Building Energy Modeling, construction management, and commissioning are excluded.
- Site observations include only items that are visually observable without building finish removals.
- Client will provide AutoCAD demolition and renovation floor plans to Engineer. Client will provide original MEP building and site drawings to Engineer.
- We have not included any geotechnical services and will rely on the original design information to establish allowable soil bearing pressure. We have assumed that groundwater conditions will not be adverse and will provide footings drains along with the structural design.
- We have assumed that the existing architectural, MEP/FP, structural and civil drawings are available for use.
- We have not included any structural analysis or design services beyond the new addition. Design services related to the existing roof framing, if required, are considered beyond the basic scope of services and will be handled as an Additional Service.
- We have not included any services with regard to attic space access (internal) or flooring to facilitate maintenance staff's routine inspections.
- We have assumed that there are no other structural deficiencies/problems with the existing facility that require analysis or design services.
- We have included limited topographic/detail surveying services related to the new fire protection service line interconnection from the existing water main and the area of the new addition. We have not included a full site survey nor any boundary survey and will rely on existing information available for coordination purposes.
- We have assumed that there will be no requirement for permitting with local land use Boards in the City of Claremont and have not included any services for local permitting. In addition, we have assumed that there will be no wetlands impacts associated with this project.
- We have not included the preparation of record drawings and assume that this element will be prepared by the chosen contractor as part of their services.





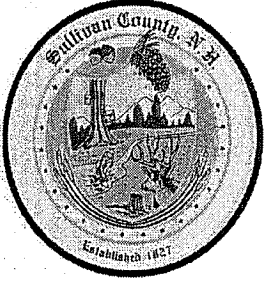
## STATEMENT OF FEE

### Compensation for Basic Services

Following an initial project site visit, review of available project documentation and subsequent correspondence with applicable engineering staff of McFarland Johnson, Warrenstreet Architects is pleased to provide the Sullivan County Department of Corrections with the following Statement of Fee relative to the Sullivan County Jail Upgrade project.

This Statement of Fee is based upon our present understanding of the proposed project and the anticipated Scope of Work as outlined within our submittal. The total Lump Sum Fee to provide Architectural, Civil, Structural, MEP and Fire Protection services for the proposed Sullivan County Jail Upgrade project is \$131,694.00, plus direct project expenses.

Please do not hesitate to contact us if you should require any further clarification of our proposed fee or if you should require hourly rate schedules for our staff.



Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Intra-Department Memorandum

From: Lori Keefe

Date: 12/18/08

Subject: CJCC Meeting

At: Newport Probate Court Rm

To: All Committee Members

Attending: Ross Cunningham, DOC Supt, John Gramuglia Director of Programs DOC, Lori Keefe Admin Asst DOC, Greg Chanis County Administrator, Kevin Warwick Consultant, Joe Osgood Delegation, James Peale Superior Clerk of Court, Cindy Vezina Victim Witness Coordinator, Meredith Lugo and Jan Peterson NH Public Defender, Donald Clarke Public, SueEllen Griffin WCS

1. Mr. Cunningham thanked those in attendance. Everyone present introduced themselves. States that Mrs. Keefe will attend all meetings and generate minutes to all committee members. Would like to redefine the committee's purpose and objectives to include other law enforcement agencies rather than just focusing on DOC issues.
2. Mr. Cunningham provided an overview on the DOC upgrade project. Currently focusing on completing the projects that are included on the FY09 Capitol Expense budget (\$209,000). Lighting upgrades are ¾ complete and are being installed by the County's Electrician. The upgrades to the Jail fencing/reconfiguring recreation areas is about half completed. This project should be finished by end of next week. KNE from Norwood Mass was selected as the provider for the Security upgrades in the Jail. This project will begin in February. The bids for an engineer for the HVAC/Roofing upgrades closed on 12/11. A decision will be made to award the bid to a provider during the Commissioner's meeting on 12/18.
3. Mr. Cunningham discussed the need to address mental health offenders during the pretrial phase by including them in the Pretrial Services Program if they meet the criteria. This will enable the Courts and the Jail to more cost effectively manage offenders and will enable offenders with mental health issues to receive proper care and services. He is hoping to start this program in Spring of 09. He yielded the floor to Mr. Gramuglia.
4. Mr. Gramuglia reviewed the power point presentation on how the screening for mental health offenders will be conducted, the criteria that will determine participation and how the court, prosecutors, mental health providers and jail staff will be involved.
5. Questions Resulting:
  - a. Jan Peterson asked about those who have an undiagnosed mental illness. Will anyone help start the process of Medicaid to provide assistance in paying? Ms. Griffin stated that this will be part of the evaluation process by West Central.

- b. Mr. Clarke asked if WCS is currently able to handle an influx of clients that the program will generate? Ms. Griffin replied that WCS has several office locations to accommodate clients from the program to provide individual, group, case management and medication management.
  - c. Mr. Clarke asked if others in the judicial system were on board with this program? Mr. Cunningham stated that the judges and Marc Hathaway had attended the Mental Health Symposium and had been involved in discussions related to adding a mental health component to the Pretrial Services Program.
  - d. C. Vezina asked if this program was only for those on pretrial status and would acceptance into the program replace a jail sentence? Mr. Cunningham stated that the mental health component is still in the planning stages and this is one area that needs more discussion. We don't want the person participating on pretrial to lose progress/service upon sentencing.
6. Kevin Warwick stated that the progress and success of the program will be closely monitored to provide data to all parties involved to include cost analysis and cost savings to the County.
  7. Those participating will have to sign acceptance of the rules of the program and will be held accountable for non-compliance. Release of information forms will be signed to allow flow of communication between the Mental Health providers, Department of Corrections, Courts, Probation, etc.
  8. Mr. Warwick states that the County is currently working on a memorandum of agreement with WCS for better understanding of everyone's needs. It will be a whole spectrum approach.
  9. The DOC averages 25-30 inmates on psychotropic medication. This is a significant cost in medication to the DOC budget. We must have a good system in place before speaking to all involved to promote better success of the program.
  10. One of the biggest issues in Sullivan County is the lack of housing and services when transitioning back to the community. We will be addressing this issue as part of the Mental Health program.
  11. Mr. Clarke asked if the people participating in the Mental Health Pretrial Services would be on EM on pretrial status? Mr. Cunningham replied that EM was for sentenced inmates.
  12. Mr. Osgood stated that those in the system can be creative criminals and "fake" psych symptoms in order to avoid going to Jail. Ms. Griffin replied that those individuals would be exposed during the evaluation process. We look for patterns, history not 1 time occurrences. The professionals involved have much experience when it comes to shaking out the fakes.
  13. Mr. Warwick states that once the program has been written and is in working progress for a period of time, an independent source will evaluate the success of the program. This will put the County in an excellent position for grant money applications to offset or eliminate the tax burden to citizens.
  14. West Central will provide training to police departments for better first contact crisis evaluation to help the person receive appropriate services prior to entering the criminal justice system. The Jail staff have been "professionalized" out of necessity as they deal with a high population of mental health inmates. More training will be provided as the program and the new Community Corrections comes on line.
  15. Mr. Cunningham hopes to have other law enforcement departments attend and participate in future CJCC meetings. He would like an arena for other departments to discuss issues, needs, ideas with members. He will develop a meeting schedule for the CJCC beginning in January 09 to meet every other month. This will be sent to the committee.
  16. Jan Peterson would like to see a subcommittee formed to meet with Court personnel to draft language to be included in sentences for clear understanding by the offender of what the expectations of their participation are. Mr. Gramuglia stated that those participating currently in Pretrial Services must review a form of rules and regulations and sign agreement. A similar venue

can be drafted for mental health participants. Ms. Griffin states that WCS will have rules outlined for the participant to sign as well.

Meeting adjourned at 2:20pm.

Submitted by,

Lori Keefe



## Mental Health Diversion

### Initial Design

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### WHO

- Non-Violent Offenders
- Manageable/Stable Offenders
- History of Mental Illness
- Motivated to Participate
- Clients who have a stable housing situation
- Clients must have an ability to pay or have insurance

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### What

- Collaboration with West Central Services
- Mental Health Evaluation completed by West Central Services Staff
- Case Management for compliance and maintenance of stability
- Communication between WCS and SCDOC

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**Where**

- Incorporated into the SCDOC Pre-Trial Services Program
- Clients referred to West Central for Services.
- They sign a release to allow for flow of information.
- Treatment by West Central, check in Supervision by Sullivan County DOC

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**WHY**

- Better management of people in need
- Cost effective use of resources
- Provides safety for the patient and DOC staff

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**# INMATES ON PSYCHOTROPICS**

January 2008	29
February 2008	28
March 2008	24
April 2008	31
May 2008	33
June 2008	23
July 2008	25
August 2008	22
September 2008	24
October 2008	25
November 2008	15

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**Mental Health Diversion Findings**

- The amount of cost savings depends on who is diverted: The criminal justice system is more likely to save or avoid costs due in large part of the expensive cost-per-day of jail beds.

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**Mental Health Diversion Findings**

- The projected outcomes can only be achieved if appropriate services are delivered to the diverted clients
- The research noted that one major barrier to the success of jail diversion programs nationally has been the lack of appropriate mental health and substance abuse services being delivered to diverted individuals. This is especially important in that most of the individuals that would be diverted have low levels of functioning and would therefore need relatively intensive levels of treatment services

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**Mental Health Diversion Findings**

- Stable housing is essential to achieving positive outcomes, but Sullivan County has limited housing options for this population. The simulations assume that at least the majority of diversion participants will have access to stable housing. Because of the critical role housing plays in expected outcomes, the research note that the findings would have to be adjusted, or additional housing options would need to be added, if adequate housing could not be found.

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**Justice, Treatment, and Cost: An  
Evaluation of the Fiscal Impact of  
Allegheny County Mental Health Court**

- Reduced jail expenditures offset the cost of linking individuals to treatment in the community.
- The diversion program shifts costs from Allegheny County to the Commonwealth and Federal Government.
- The MHC Program relies on high quality treatment services being available in the community.
- Rand found no evidence that the public safety was jeopardized by the MHC program.
- The research indicates this type of program model proposed in Sullivan will have positive impacts on our local CJ system

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**Program Benefits**

- Reduction in jail beds
- Improved treatment services for mental health clients
- Inmates better prepared for transition to community
- A reduction of recidivism rates
- The collaboration between WCS and the county enhances the health of the community

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**Next Steps for Mental Health  
Diversion**

- Bringing the County Attorneys Office, Judges and Public Defenders office together to work out the details of the plan
- Set a time line for implementation
- Target for First Quarter 2009
- Pursue gaps in funding through grants

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## Sullivan County Community Corrections Center

### ■ Next Steps and Progress to date

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## Sullivan Next Steps

Activity	Responsible Party	Due Date
Program Research	John/Kevin	Complete
Equipment Needs	John/Kevin	3-31-2009
Treatment Software	John	1-30-2009
Present to CJCC	Ross/John/Kevin	12-16-2008
Review Best Practice Sites	Kevin/John	Complete
Plan Sites Visits Local	Kevin/John Ross	12-15-2008
Plan National Site Visit	Kevin/John	1-30-2009
Staff Recruitment	John/Ross	Ongoing
First Staff Hired	John Ross	1-5-2009
Sentencing Structure	John/Kevin/Ross/Doug	Complete
Eligibility Criteria	John/ Kevin	12-30-2008
Coordination with CJCC	John/Kevin	12-16-2008
Initial Program Handbook	John	Complete

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## Sullivan Next Steps

Activity	Responsible Party	Due Date
Develop Program schedule	John/Kevin	12-15-2008
Development of Curriculum	John/Kevin	1-31-2009
Program Policies	John/Kevin/Dan/Jason	4-30-2009
Finalize Assessment Tools	John/Kevin	1-30-2009
Development of MOU		
West Central	John/Kevin	Complete

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### Sullivan Next Steps Phase III

Activity	Responsible Party	Due Date
Staff Recruitment	John/Ross	
Staff Hiring	John/Ross	
Staff Training Curriculum	Kevin/John/Dan	
Planning of Training Schedule	John/ Dan	
Ongoing Recruitment Plan	John/Dan	
Final Policy Manual	John/Dan/Jason/Kevin	
Final Program Handbook	John/staff	

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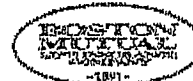
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## APPENDIX G.1

## APPLICATION FOR GROUP INSURANCE

120 FOYALL STREET - CANTON MA 02021



GROUP POLICY NO:

1. Legal Name of Applicant: Sullivan County the Policyholder
2. Requested Effective Date: 11/3/09
3. Applicant is a: ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Trusteeship ☐ Association ☐ SubchapterS ☒ Government Entity
4. Nature of Business: County
5. Subsidiary or Affiliated Companies to be covered. (In case of trusteeship or association, attach contributing Employers/Members):

Name	Address	Relationship to Applicant	Subsidiary or Affiliate

6. Address: \_\_\_\_\_  
Street City State Zip  
*Attn: Jennifer Hall*
7. Billing Address: *Davis + Towle Agency 378 Village St Penacook NH 03303*  
(if different than above) Street City State Zip
8. Primary Contact Name: *Janice Bryk* Title: *Payroll Clerk*  
*603*
9. Telephone: *863-2560* Fax: *863-9314* Email: *janice@sullivancountynh.gov*
10. Premiums will be paid *1st* day of the month according to the following schedule: ☒ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually
11. Initial Deposit Amount: \$ \_\_\_\_\_
12. Requested Coverages: ☒ Group Life - Including Waiver of Premium ☒ Yes ☐ No ☐ Group Short Term Disability  
☒ Group Accidental Death & Dismemberment 24 Hour ☐ Group Long Term Disability
13. Does this requested coverage replace existing insurance? ☒ Yes ☐ No If yes, please specify each coverage and insurance carrier below:

Employee Class	Type/Amount of Coverage	Insurance Carrier	Effective Date	Termination Date
	Life/AD&D \$10,000	Concord Heritage Life	11/1/08	11/21/09

14. Continuity of Coverage for LTD: ☐ Yes ☐ No (If yes, attach copy of prior carrier's booklet) Termination Date: \_\_\_\_\_
15. a. Total Eligible Employees \_\_\_\_\_ b. Employees must work a minimum of \_\_\_\_\_ regularly scheduled hours per week.
16. Waiting Period for Eligible Employees: \_\_\_\_\_

Employee Class and/or Coverage	New Employees	Current Employees	Effective 1 <sup>st</sup> of the Month Following Yes/No

A person must be Actively at Work as of the effective date of this policy and on their eligibility date to be covered for insurance requested. If a person is not Actively At Work coverage will not become effective until he/she is returned to active employment.

17. Changes in employee's insurance shall become effective:
- ☐ on the 1<sup>st</sup> day of the insurance month next following date of change
- ☐ upon the anniversary date of the group policy
- ☐ other please specify \_\_\_\_\_

APPENDIX G.2

18. If applicable, name and address of Third Party Administrator: \_\_\_\_\_

19. Is Boston Mutual preparing W-2 Forms for employees receiving disability benefits under this policy:
- a. Short Term Disability ☐ Yes ☒ No
- b. Long Term Disability ☐ Yes ☒ No

## PLEASE NOTE:

- A separate election must be authorized for each unique group policy and division thereof.
- Having Boston Mutual prepare your W-2 forms for your employees receiving disability benefits does not release you of your obligation to file a "Third-Party Sick Pay Recap" W2 and W-3 form. These recap forms are needed to reconcile employer match of FICA you have paid in on behalf of your employees.
- If you request that Boston Mutual Life prepare your W-2 forms for third party sick pay benefits paid to your employees, you agree that such forms will be prepared using Boston Mutual Life's name and employer identification number or its Third party vendor.
- This election will remain in effect until amended or canceled in writing.

## COMMENTS - SPECIAL REQUESTS:

## IT IS UNDERSTOOD AND AGREED THAT:

1. THE GROUP INSURANCE WILL BECOME EFFECTIVE ON THE DATE REQUESTED ONLY IF THIS APPLICATION IS ACCEPTED AT THE HOME OFFICE OF BOSTON MUTUAL LIFE INSURANCE COMPANY IN CANTON, MASSACHUSETTS;
2. THE CONDITIONS OF ELIGIBILITY, THE CONDITIONS UNDER WHICH INSURANCE FOR ANY PERSON BEGINS AND ENDS, THE INSURANCE COVERAGE, BENEFITS AND AMOUNTS, THE CONDITIONS UNDER WHICH THE BENEFITS WILL BE PAYABLE, AND OTHER TERMS AND CONDITIONS WILL BE IN ACCORDANCE WITH THE POLICY(IES) ISSUED AND ANY AMENDMENTS, RIDERS, OR ENDORSEMENTS THERETO; AND
3. THE POLICY(IES) ISSUED AND ANY AMENDMENTS, RIDERS, EXHIBITS OR ENDORSEMENTS THERETO, TOGETHER WITH THE COPY OF THIS APPLICATION, SCHEDULE OF BENEFITS AND COST EXHIBIT TO BE ATTACHED TO THE POLICY(IES) AND THE INDIVIDUAL APPLICATIONS, IF ANY, OF THE PERSONS TO BE INSURED, WILL CONSTITUTE THE ENTIRE CONTRACT.

Dated at: \_\_\_\_\_  
City, State\_\_\_\_\_  
Licensed Agent/Agency Name (print)\_\_\_\_\_  
Signature of Agent or Authorized Agency Representative\_\_\_\_\_  
SSN/TIN\_\_\_\_\_  
National Producer Number

12/18/08  
Month - Day - Year

GREG CHANIS  
Full Name of Applicant's Authorized Representative (print)

\* [Signature]  
Signature of Applicant's Authorized Representative

COUNTY ADMINISTRATOR  
Title of Applicant's Authorized Representative (print)

PLEASE READ THE ATTACHED FRAUD WARNINGS



NOVEMBER 2008

APPENDIX H.1.

MEDICARE							
	NOVEMBER 2007 COMPARE	NOV. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
	491	16	226	8	390	13	-164
CENSUS:							
REVENUE	\$227,412.82		\$118,324.75		\$167,700.00		-\$49,375.25
AVERAGE RATE PER DAY	\$463.16		\$523.56		\$430.00		\$93.56

PRIVATE							
	NOVEMBER 2007 COMPARE	NOV. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
	485	16	676	23	570	19	106
CENSUS:							
REVENUE	\$94,575.00		\$139,660.00		\$116,850.00		\$22,810.00
AVERAGE RATE PER DAY	\$195.00		\$206.60		\$205.00		\$1.60

MEDICAID							
	NOVEMBER 2007 COMPARE	NOV. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
	2,964	99	3,021	101	3,150	105	-129
CENSUS:							
REVENUE	\$461,361.39		\$466,955.97		\$475,366.50		-\$8,410.53
AVERAGE RATE PER DAY	\$155.65		\$154.57		\$150.91		\$3.66

HCBC (RESPIRE)							
	NOVEMBER 2007 COMPARE	NOV. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
	0	0	3	0		0	3
CENSUS:							
REVENUE	\$0.00		\$480.96		\$424.66		\$56.30
AVERAGE RATE PER DAY	\$0.00		\$160.32		\$0.00		\$160.32

MANAGED CARE							
	NOVEMBER 2007 COMPARE	NOV. 07 AVG. CENSUS	ACTUAL	AVG DAILY CENSUS	BUDGETED		VARIANCE
	0	0	30	1		0	30
CENSUS:							
REVENUE	\$0.00		\$10,500.00				\$10,500.00
AVERAGE RATE PER DAY	\$0.00		\$350.00				\$350.00

	NOVEMBER 2007 COMPARE		November 2008				
TOTAL CENSUS	3,940		3,956				
AVERAGE CENSUS		131.3		131.9		137.0	

MEDICARE B REVENUE	NOVEMBER 2007 COMPARE		ACTUAL		BUDGETED		VARIANCE
	\$21,703.55		\$39,082.05		\$35,825.10		\$3,256.95

TOTAL MONTHLY REVENUE VARIANCE	(\$21,163)
TOTAL REVENUE YTD SURPLUS/SHORTFALL	(\$112,712)

Revenue Review thru 10/31/2008

	Budget	5 mth Budget	YTD	Variance	
Medicaid	5,783,625	2,424,369	2,335,645	(88,724)	
Private	1,421,675	595,935	711,960	116,025	
Insurance	-	-	34,530	34,530	
Respite (HCBC)	5,000	2,096	2,565	469	
Medicaid Assess	1,631,068	407,767	404,478	(3,289)	Based on Qtrly Payment
Medicare Part B (Total)	435,872	182,708	163,732	(18,976)	
Medicare Part A	2,040,350	855,270	702,522	(152,748)	
Net Variance				(112,712)	
Misc Income	-	-	8,459	8,459	
Laundry	70,000	29,342	19,870	(9,472)	
Cafeteria	12,000	5,030	5,974	944	
Meals	371,664	155,793	158,468	2,675	
YTD Variance			4,548,204	(110,107)	

New Hampshire Medicaid Payment Calculations  
Rate Effective: January 1, 2009

Sullivan County Nursing Home  
Provider Number: 83016933  
Report Period Ending: 6/30/2007

7. Summary Of Rate Components

Direct Care	\$ 106.26
Administration	35.24
Other Support	35.18
Plant Maintenance	12.93
Capital	6.36
Total	\$ 195.97

7. Budget Neutral Factor - 22.40%

-43.90

8. Medicaid Payment Rate

\$ 152.07

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

Page 1 of 1  
12/10/2008 10:10 AM  
AR7400A

	Nov 2008	Oct 2008	Sep 2008	Aug 2008	Jul 2008	Jun 2008	May 2008	Apr 2008	Mar 2008	Feb 2008	Jan 2008	Dec 2007	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	11	14	12	14	15	11	12	11	13	11	15	11	150	139
MCR # Admits & Readmits	7	8	8	7	8	6	9	5	9	6	11	7	91	84
MCR # Discharges from facility	2	3	6	3	2	3	3	4	4	2	6	4	42	38
MCR Discharged LOS	53.5	15.3	30.5	12.3	9.0	45.3	35.7	36.8	24.3	37.5	21.5	31.8	28.8	28.5
MCR # End or A/R Change	6	3	5	5	7	2	4	5	3	4	8	5	57	52
MCR End or A/R Change LOS	51.2	63.7	42.2	65.0	55.4	41.0	52.0	77.2	39.7	55.5	76.5	69.8	59.6	58.7
Total Average MCR LOS	51.8	39.5	35.8	45.3	45.1	43.6	45.0	59.2	30.9	49.5	52.9	52.9	46.6	45.9
Total MCR Days	226	353	319	286	348	306	328	300	340	341	390	485	4022	3537
Rehab RUGs	207	299	269	244	268	254	316	265	324	276	277	402	3401	2999
% of Total MCR Days	92%	85%	85%	86%	77%	83%	96%	88%	95%	81%	71%	83%	85%	85%
Non-Rehab RUGs	19	54	46	41	80	52	12	35	16	65	113	83	616	533
% of Total MCR Days	8%	15%	15%	14%	23%	17%	4%	12%	5%	19%	29%	17%	15%	15%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	59	77	81	77	53	43	78	101	92	64	74	101	900	799
% of Total MCR Days	26%	22%	26%	27%	15%	14%	24%	34%	27%	19%	19%	21%	22%	23%
B ADL (medium dependency)	104	167	150	79	125	31	52	91	64	78	140	176	1257	1081
% of Total MCR Days	46%	47%	48%	28%	36%	10%	16%	30%	19%	23%	36%	36%	31%	31%
C ADL (high dependency)	63	109	84	129	170	232	198	108	184	199	176	208	1860	1652
% of Total MCR Days	28%	31%	27%	45%	49%	76%	60%	36%	54%	58%	45%	43%	46%	47%
Medicare Net Revenue	\$ 118,325	\$ 173,813	\$ 140,739	\$ 127,743	\$ 158,726	\$ 142,666	\$ 155,864	\$ 140,232	\$ 175,900	\$ 170,219	\$ 170,843	\$ 218,025	\$ 1,893,095	\$ 1,675,070

Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2008 Thru 11/30/2008

APPENDIX H.S.

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

Page 1 of 1  
12/10/2008 10:10 AM  
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	3	3
	Hospital		1
	Private home/apartme	1	
	<i>HCB Subtotal</i>	<u>4</u>	<u>4</u>
INS	Acute care hospital	3	
	Expired		1
	Home		1
	Hospital	2	2
	<i>INS Subtotal</i>	<u>5</u>	<u>4</u>
MCD	Acute care hospital	1	
	Assisted Living	1	1
	Expired		7
	Home	1	2
	Hospital	7	14
	Nursing Home		1
	Private home/apartme	1	
	Psychiatric hospital	1	
	<i>MCD Subtotal</i>	<u>12</u>	<u>25</u>
MRA	Unknown		1
	Acute care hospital	11	
	Expired		2
	Home	1	8
	Hospital	26	6
	Nursing Home		1
	<i>MRA Subtotal</i>	<u>38</u>	<u>18</u>
PVT	Assisted Living	1	
	Expired		3
	Home	2	5
	Hospital		2
	Nursing home	1	
	Private home/apartme	3	
	<i>PVT Subtotal</i>	<u>7</u>	<u>10</u>
<i>Total</i>		<u>66</u>	<u>61</u>

Note: This report includes only the selection criteria listed below.  
Effective Date From 7/1/2008 Thru 11/30/2008

APPENDIX H.6.

**Summary Admission / Discharge List Totals**

Sullivan County Health Care (SC)

Page 1 of 1  
12/10/2008 10:10 AM  
RI6300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Unknown		1
Acute care hospital	15	
Assisted Living	2	1
Expired		13
Home	7	19
Hospital	35	25
Nursing home	1	
Nursing Home		2
Private home/apartme	5	
Psychiatric hospital	1	
<i>Total</i>	<u>66</u>	<u>61</u>

Note: This report includes only the selection criteria listed below.  
Effective Date From 11/1/2008 Thru 11/30/2008

APPENDIX H.7.

**Summary Admission / Discharge List**

Sullivan County Health Care (SC)

Page 1 of 1  
12/10/2008 10:11 AM  
RI6300B

<i>A/R Type</i>	<i>From/To</i>	<i>Admissions</i>	<i>Discharges</i>
HCB	Home	1	
	Hospital		1
	<i>HCB Subtotal</i>	<u>1</u>	<u>1</u>
INS	Expired		1
	<i>INS Subtotal</i>	<u></u>	<u>1</u>
MCD	Expired		3
	Home		1
	Hospital	1	
	Nursing Home		1
	<i>MCD Subtotal</i>	<u>1</u>	<u>5</u>
MRA	Home		2
	Hospital	7	1
	<i>MRA Subtotal</i>	<u>7</u>	<u>3</u>
PVT	Assisted Living	1	
	Expired		1
	Home		1
	Private home/apartme	1	
	<i>PVT Subtotal</i>	<u>2</u>	<u>2</u>
<i>Total</i>		<u>11</u>	<u>12</u>

Note: This report includes only the selection criteria listed below.  
Effective Date From 11/1/2008 Thru 11/30/2008

APPENDIX H.8.

**Summary Admission / Discharge List Totals**

Sullivan County Health Care (SC)

Page 1 of 1  
12/10/2008 10:11 AM  
R16300C

<i>Total From/To</i>	<i>Admissions</i>	<i>Discharges</i>
Assisted Living	1	
Expired		5
Home	1	4
Hospital	8	2
Nursing Home		1
Private home/apartme	1	
<i>Total</i>	<u>11</u>	<u>12</u>



Sullivan County Nursing Home  
Quarterly Resident Census

[illegible]

## RESIDENT CENSUS - FY 08

[illegible]

**Month-end Aged Analysis**  
Sullivan County Health Care (SC)  
For the Month of Nov, 2008

Resident (Res #)(Discharge Date)	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Balance
<b>Aged Analysis Summary</b>														
HCB	480.96		160.32	320.64	641.28	2,404.80								7,331.46
INS	19,489.14	25,953.29	21,752.64	7,791.18	2,893.19	5,773.73	11,104.12	19,962.96	8,633.18	9,590.62	8,986.93	8,784.56	99,342.23	250,057.77
MCD	378,285.72	45,426.83	47,129.68	39,507.08	26,068.81	17,988.42	28,978.40	20,635.01	19,897.02	13,175.41	15,003.47	12,199.97	80,924.93	745,190.75
MCP														
MCP	99,380.75	145,013.41	5,118.23	29,671.67	16,276.67	16,106.26	26,760.54	11,112.25	953.07	18,191.37	9,206.77	509.45	21,231.14	399,530.58
MRA	30,649.44	29,528.95	21,068.93	14,059.16	10,764.99	17,216.34	18,723.99	12,791.77	11,516.78	23,487.06	6,026.14	5,025.87	83,380.92	284,240.34
MRB														
MRB	6,187.00	10,268.89	10,956.42	11,093.36	10,013.63	14,223.85	6,346.04	1,792.00	1,516.64	2,382.73	10,685.00	8,650.64	71,349.07	165,465.27
MXA	4,178.07	4,669.53	2,964.25	533.74	5.07	61.57	532.79	1,842.36	2,095.55	1,816.19	809.57	932.70	15,345.95	35,664.20
MXB	58,267.55	4,730.00	62,116.00	28,949.70	5,836.79	32,266.59	6,937.90	7,341.60	12,331.49	2,062.63	8,564.00	5,777.00	27,576.29	159,061.58
PVT	30,194.70	8,225.71	9,461.26	31,417.61	2,694.47	2,669.38	2,691.75	3,990.38	2,619.54	1,092.09	2,372.99	216.29	13,672.09	19,162.00
RES													375.00-	375.00-
PHC														
HST														
<b>Totals:</b>	627,839.73	264,356.61	180,727.73	41,968.24	58,142.38	103,218.04	95,692.03	71,487.57	29,661.21	71,798.10	61,654.87	42,086.48	416,412.36	2,066,055.35
	30.33%	12.80%	8.76%	2.03%	2.81%	5.00%	4.68%	3.46%	1.44%	3.48%	2.98%	2.04%	20.15%	100.00%



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES



Nicholas A. Toumpas  
Commissioner

29 HAZEN DRIVE, CONCORD, NH 03301-6527  
603-271-7485 1-800-852-3345 Ext. 7485  
Fax: 603-271-7623 TDD Access: 1-800-735-2964

José Thier Montero  
Director

December 9, 2008

Mr. Gregory Chanis  
County Administrator  
Sullivan County  
14 Main Street  
Newport, NH 03753

Dear Mr. Chanis:

As part of continued support for public health emergency planning activities throughout New Hampshire, the Department of Health and Human Services (DHHS), in collaboration with the Department of Safety (DOS) will distribute State Fiscal Year (SFY) funds to support development of regional Medical Reserve Corps (MRC) to agencies serving as the fiscal agent for an eligible All Health Hazard Region (AHHR).

These awards were approved by the Governor and Executive Council (G&C) on November 19, 2008. The method of how funds will be distributed is described in the attached request to the G&C. No expenses prior to November 19, 2008 may be charged to your award and all funds must be spent by June 30, 2009. Any funds remaining shall be returned to DHHS.

MRC funds must be used to:

- Register your AHHR MRC on the federal MRC website.
- Convene and coordinate a committee to provide leadership within the AHHR.
- Coordinate efforts with adjoining AHHRs and statewide.
- Adopt National Incident Management System (NIMS) and make training plans for NIMS compliance.
- Recruit MRC members.
- Assist MRC members to enroll in the NH Emergency System for the Advanced Registration of Volunteer Health Professionals (ESAR-VHP).
- Conduct at least 1 workshop or tabletop exercise specifically for MRC members that meet HSEEP requirements.
- Participate in Homeland Security and Emergency Management (HSEM)/DPHS site visits and assessments.
- Submit a workplan and budget for MRC funds. Meet programmatic and fiscal requirements as outlined in the workplan template disseminated by DPHS/HSEM.

Mr. Gregory Chanis  
December 9, 2008  
Page 2

As you know, DPHS is the lead agency with respect to fiscal and administrative matters related to these funds and HSEM is the lead agency with respect to programmatic matters. Mary Miller is the DPHS contact and is reached at [MFMiller@dhhs.state.nh.us](mailto:MFMiller@dhhs.state.nh.us) or at (603) 271-7485. Curtis Metzger is the HSEM contact and is reached at [Curtis.Metzger@hsem.nh.gov](mailto:Curtis.Metzger@hsem.nh.gov) or at (603) 223-3620.

Thank you for your ongoing participation in this program.

Sincerely,



Neil Twitchell  
Administrator  
Community Public Health  
Development Section



Nicholas A. Tómpas  
Commissioner

José Thier Montero  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6504  
603-271-5133 1-800-852-3345 Ext. 5133  
Fax: 603-271-7623 TDD Access: 1-800-735-2964

September 22, 2008

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

Approved F/C \_\_\_\_\_  
Date \_\_\_\_\_  
Approved G&C #132  
Date 11/19/08  
Not Approved \_\_\_\_\_

**REQUESTED ACTION**

Authorize the Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS), Bureau of Community Health Services, Community Public Health Development Section to grant the below list of Medical Reserve Corps. (MRC) funds to the associated All Health Hazards Regions' (AHHR) fiscal agents in the amount of \$152,000 for the period from the date of Governor and Council approval through June 30, 2009. Funds are available in the following account for SFY 2009. Oversight of these activities is a partnership between the DPHS and NH Homeland Security and Emergency Management (HSEM).

Region	Fiscal Agent	Vendor Code	Total	Towns in Region
Great North Woods	North Country Health Consortium	106225	\$8,000	Berlin, Cambridge, Carroll, Clarksville, Colebrook, Columbia, Dalton, Dix's Grant, Dixville, Dummer, Errol, Gorham, Jefferson, Lancaster, Milan, Millsfield, Northumberland, Odell, Pittsburg, Randolph, Shelburne, Stark, Stewartstown, Stratford, Wentworth Location, Whitefield
Greater Concord	Concord Hospital	47718	\$8,000	Allenstown, Barnstead, Boscawen, Bow, Bradford, Canterbury, Chichester, Concord, Deering, Dunbarton, Epsom, Henniker, Hillsborough, Hopkinton, Loudon, Northwood, Pembroke, Pittsfield, Warner, Washington, Weare, Webster, Windsor
Greater Laconia/ Meredith	Lakes Region Partnership for Public Health, Inc.	127112	\$8,000	Alton, Belmont, Center Harbor, Gilford, Gilmanton, Laconia, Meredith, Moultonborough, Sandwich

His Excellency, Governor John H. Lynch  
 and the Honorable Executive Council  
 September 22, 2008  
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Region	Fiscal Agent	Vendor Code	Total	Towns in Region
Northern Grafton County	North Country Health Consortium	106225	\$8,000	Bath, Benton, Bethlehem, Easton, Franconia, Haverhill, Landaff, Lincoln, Lisbon, Littleton, Livermore, Lyman, Monroe, Sugar Hill, Woodstock
Greater Manchester	City of Manchester Health Department	69094	\$8,000	Auburn, Bedford, Candia, Chester, Deerfield, Goffstown, Hooksett, Manchester, New Boston
Greater Nashua	City of Nashua Division of Public Health and Community Services	94702	\$8,000	Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham, Wilton
Greater Peterborough	Monadnock Community Hospital	94671	\$8,000	Antrim, Bennington, Dublin, Francestown, Greenfield, Greenville, Hancock, Jaffrey, New Ipswich, Peterborough, Rindge, Sharon, Temple
Greater Plymouth	Town of Plymouth	21220	\$8,000	Ashland, Campton, Ellsworth, Holderness, Plymouth, Rumney, Thornton, Warren, Waterville Valley, Wentworth
Northern Strafford County	Northern Strafford County Health and Safety Council	121738	\$8,000	Farmington, Middleton, Milton, New Durham, Rochester, Strafford
Upper Valley	Mascoma Valley Health Initiative	121626	\$8,000	Canaan, Cornish, Dorchester, Enfield, Grafton, Grantham, Hanover, Lebanon, Lyme, Orange, Orford, Piermont, Plainfield
Southern Carroll County	Town of Wakefield	21252	\$8,000	Brookfield, Effingham, Freedom, Ossipee, Tamworth, Tuftonboro, Wakefield, Wolfeboro
Greater Cheshire County	Cheshire County	67592	\$8,000	Alstead, Chesterfield, Fitzwilliam, Gilsum, Harrisville, Hinsdale, Keene, Marlborough, Marlow, Nelson, Richmond, Roxbury, Stoddard, Sullivan, Surry, Swanzey, Troy, Walpole, Westmoreland, Winchester

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Region	Fiscal Agent	Vendor Code	Total	Towns in Region
Greater Derry	Town of Derry	21121	\$8,000	Atkinson, Danville, Derry, Hampstead, Londonderry, Plaistow, Salem, Sandown, Windham
Southern Strafford County	Southern Strafford Community Health Coalition	131375	\$8,000	Barrington, Dover, Durham, Lee, Madbury, Rollinsford, Somersworth
Greater Portsmouth	City of Portsmouth	21283	\$8,000	Greenland, New Castle, Newington, North Hampton, Portsmouth, Rye
Greater Franklin/Bristol	Health First Family Care Center	47953	\$8,000	Alexandria, Andover, Bridgewater, Bristol, Danbury, Franklin, Groton, Hebron, Hill, New Hampton, Northfield, Salisbury, Sanbornton, Tilton
Northern Carroll County	Town of Conway	21114	\$8,000	Albany, Bartlett, Chatham, Conway, Eaton, Hart's Location, Jackson, Madison
Greater Sullivan County	Sullivan County	68648	\$8,000	Acworth, Charlestown, Claremont, Croydon, Goshen, Langdon, Lempster, New London, Newbury, Newport, Springfield, Sunapee, Sutton, Unity, Wilmot
Greater Exeter	Town of Exeter	21134	\$8,000	Brentwood, East Kingston, Epping, Exeter, Fremont, Hampton, Hampton Falls, Kensington, Kingston, Newfields, Newmarket, Newton, Nottingham, Raymond, Seabrook, South Hampton, Stratham
			\$152,000	

Funds are 100% Federal, and are available in the following account:

Appropriation Number	Description	Job Number	SFY 2009 Amount	Total Amount
010-090-5171-102-0731	Contracts for Program Services	90077700	\$152,000	\$152,000

#### EXPLANATION

The mission of the MRC is to improve the health and safety of communities across the country by organizing and utilizing public health, medical and other volunteers. MRC units are community-based and function as a way to locally organize and utilize volunteers who want to donate their time and expertise to

prepare for and respond to emergencies by supplementing existing emergency and public health resources. Specific roles for MRC units in New Hampshire are to provide assistance to staff acute care centers established under RSA 141-C:26 and mass medication dispensing or vaccination clinics.

The DPHS and HSEM have adopted a regional approach to develop MRC units, which will be implemented through the AHHRs that were established to receive funds to lead public health emergency planning efforts. The agencies serving as fiscal agents for these MRC funds also serve as the fiscal agents for an AHHR.

Providing MRC funds to these same agencies ensures coordination across the various funding streams / that support public health emergency planning efforts.

In order to be eligible for continued funding, each AHHR is required to submit a work plan and budget to address: 1) Meeting registration requirements under the federal MRC program; 2) Convening a regional MRC committee and establishing a work plan; 3) Recruiting local health care providers to join MRC; 4) Developing a training plan that includes training in the National Incident Management System; 5) Conducting a workshop or tabletop exercise that meets federal exercise requirements; and 6) Assisting MRC members to enroll in the NH Emergency System for Advanced Registration of Healthcare Professionals.

After approval of this item by the Governor and Executive Council, 75% of these funds will be disbursed to each AHHR after the DPHS and HSEM approve the work plan and budget. The final 25% will be disbursed after the fiscal agent notifies the DPHS that the AHHR has expended at least 90% of the first disbursement and the DPHS and HSEM verify that adequate programmatic progress is being made. ✓

The area served by this initiative is statewide.

Source of funds: 100% Federal Funds from the Department of Health and Human Services' Hospital Preparedness Program.

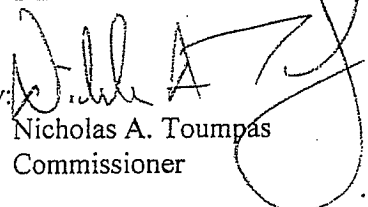
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD  
Director

Approved by:



Nicholas A. Toumpas  
Commissioner

JTM/NT/js



GRANT SUMMARY

State of New Hampshire, Department of Health and Human Services  
Funding to Eligible All Health Hazards Regions for Medical Reserve Corps Activities  
Award Start Date: G&C approval  
Award End Date: June 30, 2009

Federal Grant Number: U3REP080093-01-00  
Federal Grant Name: Hospital Preparedness Program  
Federal Agency: U.S. Department of Health and Human Services  
CFDA Number: 93.889  
IFS Appropriation Number: 010-090-5171-102-0731

Purpose of  
Grant:

The purpose of these funds is to improve the health and safety of communities across the country by organizing and utilizing public health, medical and other volunteers. Medical Reserve Corps units are community-based and function as a way to locally organize and utilize volunteers who want to donate their time and expertise to prepare for and respond to emergencies.

Financial  
Requirements:

In order to be eligible for continued funding, each AHHR is required to submit a work plan and budget that address: 1) Meeting registration requirements under the federal MRC program; 2) Convening a regional MRC committee and establishing a work plan; 3) Recruiting local health care providers to join MRC; 4) Developing a training plan that includes training in the National Incident Management System; 5) Conducting a workshop or tabletop exercise that meets federal exercise requirements; and 6) Assisting MRC members to enroll in the NH Emergency System for Advanced Registration of Healthcare Professionals.

Please be advised that federal auditing requirements from the Office of Management and Budget (OMB) require that interest earned is to be treated as "other grant revenue" and must be expended on grant activities not funded by the grant. OMB requirements also state that these additional revenues must be expended before grant funds are expended and before any additional grant funds can be requested or received. Therefore, agencies serving as fiscal agents will need to track the amount of interest earned by receiving the advance payment and ensure that it will be spent on activities related to the deliverables. In addition, fiscal agents must ensure that this interest income be spent prior to expending any additional funds provided to them by the Division in the future for continued public health emergency planning activities.

Match  
Requirements:

None.

Reporting  
Requirements:

Adherence to State and Federal guidelines and conditions. A proposed expenditure plan must be submitted and approved by the Department of Health and Human Services before expenditures are incurred.

## REQUEST FOR TRANSFER OF FUNDS

DEPARTMENT: LaundryDATE: 12/18/2008

	Account description	Account Number	Transfer From	Transfer To	Purpose of Transfer
1	E.T. Buyback (Facilities)	40.550.10007	2000		To cover cost of new dryer in Laundry
	Equipment	40.560.21097		2000	
2	E.T. Buyback (Central Supply)	40.555.10007	600		To cover cost of new dryer in Laundry
	Equipment	40.560.21097		600	
3	E.T. Buyback (Laundry)	40.560.10007	1000		To cover cost of new dryer in Laundry
	Equipment	40.560.21097		1000	
4	E.T. Buyback (Housekeeping)	40.570.21097	525		To cover cost of new dryer in Laundry
	Equipment	40.560.21097		525	
5	Lighting Upgrade (Capital SCHC)	10.480.21096	2500		To cover cost of new dryer in Laundry
	Equipment	40.560.21097		2500	
6					

Dept. Head / Date

County Administrator/ Date

Commissioner Chair / Date

Executive Finance Committee Chair / Date